



TRAIN DATABASE CLEANUP GUIDE





TRAIN Database Cleanup Guide

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ABOUT THIS GUIDE

The TRAIN database cleanup guide is designed to assist users identify, track and process open TRAIN actions. The handbook is designed for training coordinators, Civilian Personnel Operations Centers (CPOCs), Civilian Personnel Advisory Centers (CPAC), managers and others interested in improving the quality and performance of the TRAIN database.

MAINTAINING A CLEAN TRAIN DATABASE

It is important that the TRAIN users periodically review the database to ensure that actions are fully processed. Non-processed, or “open actions”, take up valuable space in the system. Large numbers of open actions slow down the software. By regularly checking open actions, users can help ensure that legitimate TRAIN requests are processed and unneeded ones are deleted. The end result is a more accurate database and faster response times!

USING THIS GUIDE

Every effort has been made to ensure this guide is easy to use. Where possible, actual screen shots are provided. Circled numbers correspond with instructions to assist users locate and complete each step. Please send comments, suggestions or corrections to this guide to
HeathJ@asamra.hoffman.army.mil

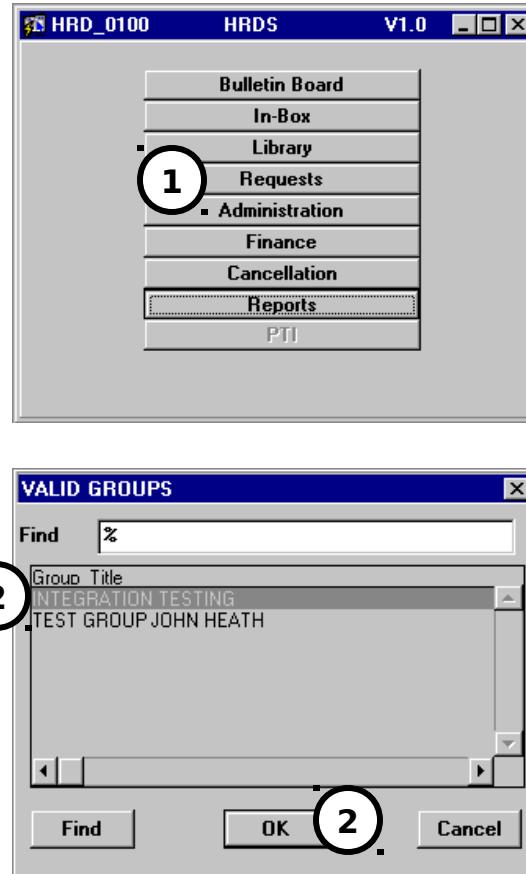


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REVIEWING OPEN ACTIONS

1. From the TRAIN main menu, click on the REQUESTS button.
2. If you are a member of more than one group, select the appropriate group then click OK

(Note: only users who are members of multiple groups will see this menu).





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3. Click on the QUERY button found on the left hand side of the request screen.

4. If you are a TRAIN Administrator, click on the MGR button (this will limit the query to just your processing group). Users who are not TRAIN Administrators will automatically be advanced to step 5.

(Note: If you are a TRAIN Administrator that manages multiple processing groups, see appendix B for additional guidance).

The screenshot shows a Windows application window titled "HUMAN RESOURCES DEVELOPMENT SYSTEM - [TRN_0301]". The window has a menu bar with Action, Edit, Block, Item, Record, Query, Launch, Help, and Window. On the right, it says "COURSE REQUEST..." and "PAGE 1 OF 3". The main area is divided into sections: "PERSONAL INFORMATION" (Name: TEST RECORD, SSN: 453983163), "PROCESSING GROUP" (Processing Group: INTEGRATION TESTING), "Home Address" (6321 FALLING STAR), "Home Phone" (EL PASO, TX, 79912-), and "COURSE INFORMATION" (Course Title: [empty], Document ID #: [empty]). On the left, there is a vertical menu with buttons: Pers Info (highlighted), Notepad, Router, Query (circled with a number 3), Substitute, Copy, and Duplicate. At the bottom, there is a status bar with "Course title: [empty]" and "Count: *0", and buttons for "UP" and "DN".

The screenshot shows a "Forms" dialog box with a red X icon. The message inside says "Please choose the role you wish to have during the current query session." Below the message are two buttons: "MGR" (circled with a number 4) and "ADMIN".



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(Note: it may take several minutes for the QUERIES screen to appear.)

5. Click QUERY then EXECUTE. The first open action for the processing group will appear. Open actions are items that are not fully processed.

(Note: If you have no open actions a message will be displayed at the bottom of the screen indicating that the "query caused no records to be retrieved". This means that you have no active training requests in the system. Skip to step 14 for instructions on how to exit the system.)

6. To view where the action is in the approval process click on the ROUTER button.

The screenshot shows a Windows application window titled "HUMAN RESOURCES DEVELOPMENT" with the sub-menu "ITEM - [TRN_0304]". The menu bar includes Action, Edit, Block, Item, Record, Query, Help, and Window. The "QUERIES" tab is selected. The main area contains the following data:

Name:	TEST RECORD	SSN:	453983163
Processing Group:	TEST GROUP JOHN HEATH		
Course Title:	TEST COURSE		
DCPDS Number:	004435	A	Document Id: TRN0000749
Training Sponsor:	TEST VENDOR		
Vendor Name:	01-JAN-98 0800	Duty Hrs:	8
Start Date/Time:	01-JAN-98 1600	Non-Duty Hrs:	0
End Date/Time:	N/A	Train Course Hrs:	8
Reference Course Nr:	1	Method of Training:	J
Note	Session:	Travel Cost:	\$.
Router		Per Diem Amt:	\$0.00
Tuition Cost:		TDY Days:	1
Books/Matl/Other:	\$0.00	Total Per Diem:	\$.
Total Direct Cost:	\$.	Total Indirect Cost:	\$.
Total Cost: \$.			

At the bottom left, there is a "Count: 1" indicator.



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7. A screen will be displayed that identifies the action's approval status. If there is a blank space in the ACTION column, then the action has not been fully approved.

8. If the action has not been fully approved, you can determine its location by looking at the name listed to the left of the "blank" action.

In the example shown, there is a blank space to the right of Joe Smith's name. This indicates that the action is currently in Mr. Smith's inbox. The inbox date indicates the date that the action was sent to Mr. Smith.

The action column is blank indicating that this person has the action.

A screenshot of a Windows-style dialog box titled "ROUTE TRAIL". The dialog contains a table with four columns: NAME, ROLE, INBOX DATE, and ACTION. There are three rows of data:

NAME	ROLE	INBOX DATE	ACTION
TEST RECORD	SUPV	26-OCT-98 1617	SUBMIT
SMITH JOE E	AO	26-OCT-98 1617	

At the bottom of the dialog are buttons for "Find", "OK", and "Cancel".

8

7

The inbox date identifies when the individual received the action.



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9. If an action is approved, but not fully processed then the word COMPLETED appears under the ACTION column. This means the action is in the employee's/ group manager's inbox or it is corrupt and cannot be processed.

(Note: if the action is approved and the course completion date has passed, it should be in the employee's or group manager's TRAIN inbox. If it is not, the action is likely corrupt.)

10. If the action is corrupt, annotate the document ID. Report this information to the region help desk who can delete the entry. If necessary, the training coordinator or employee can resubmit the request in TRAIN. Appendix E identifies how to print a 1556 to assist with this process.

ROUTE TRAIL

NAME	ROLE	INBOX DATE	ACTION
TEST RECORD	SUPV	26-OCT-98 1617	SUBMIT
SMITH JOE E	AO	26-OCT-98 1617	COMPLETED

Find % OK Cancel

9

HUMAN RESOURCES DEVELOPMENT SYSTEM - [TRN_0304] QUERIES

Name:	TEST RECORD	SSN:	453983163
Processing Group:	TEST GROUP JOHN HEATH		
Course Title:	TEST COURSE		
DCPDS Number:	004435		
Training Sponsor:	A	Document Id:	TRN0000749
Vendor Name:	TEST VENDOR		
Start Date/Time:	01-JAN-98 0800	Duty Hrs:	8
End Date/Time:	01-JAN-98 1600	Non-Duty Hrs:	0
Reference Course Nr:	N/A	Train Course Hrs:	
Note:	Session:	Method of Training:	
Router:	1	Travel Cost:	\$.
Tuition Cost:		Per Diem Amt:	\$.
Books/Matl/Other:	\$.	TDY Days:	1
Total Direct Cost:	\$.	Total Per Diem:	\$.
		Total Indirect Cost:	\$.
		Total Cost:	\$.

Count: 1 11

8 J

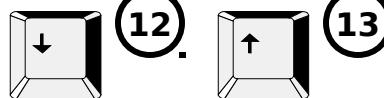
10

11. If you have more than one open action a 'v' symbol will be displayed at the bottom of the QUERIES screen.



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12. To view additional open actions press the down arrow on your keyboard.



13. To view previous open actions press the up arrow on your keyboard.

(Note: repeat steps 6-11 to determine the status of additional open actions).

14. To exit the QUERIES screen, click on ACTION then EXIT.

HUMAN RESOURCES DEVELOPMENT SYSTEM - [TRN_0304]

TEST RECORD SSN: 453983163

TEST GROUP JOHN HEATH

Course Title: A BRIDGE TO SUCCESS

DCPDS Number: 501364

Action Edit Block Item Record Query Help Window

Commit
Print
Exit

Processing Group:

15. To exit the COURSE REQUEST screen, click ACTION then EXIT.

HUMAN RESOURCES DEVELOPMENT SYSTEM - [TRN_0301]

COURSE REQUESTS... PAGE 1 OF 3

PERSONAL INFORMATION

Name: TEST RECORD SSN: 453983163

Processing Group: INTEGRATION TESTING

Home Address: 6321 FALLING STAR

Home Phone: EL PASO, TX 79912-

Action Edit Block Item Record Query Launch Help Window

Commit
Print
Exit

Pers Info



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APPENDIX A: Common Questions & Answers.

1. QUESTION: What will happen if I don't clean up my TRAIN actions?

ANSWER: The TRAIN database will continue to grow in size. Genuine actions may not be fully processed and response times are adversely effected.

2. QUESTION: I am the group manager. What if the action is "completed" but it is not in my TRAIN inbox?

ANSWER: If the employee has a TRAIN account, the action is likely in the employee's TRAIN inbox. Appendix C explains how TRAIN ADMIN users can identify if an employee has a TRAIN account. If all route steps have been "COMPLETED" and the action is not in the employee's or group manager's inbox, it is corrupt and needs to be deleted.

3. QUESTION: Why would I be unable to process an action?

ANSWER: Actions may become unprocessable or "corrupt" for a variety of reasons. Some of the most common are:

- the request has been affected by a software change.
- a member of a group's approval chain has permanently left the organization before the request was fully processed.
- A course library entry was deleted before all actions were processed.
- The last registration date entered in the course schedule expired before the request was fully processed.

4. QUESTION: I have several open actions for the same request, what should I do?

ANSWER: Process the most accurate action. Have any others deleted.



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APPENDIX A: Common Questions & Answers (Continued).

5. QUESTION: Why do multiple actions occur?

ANSWER: Multiple actions result from users inputting request more than one time. Sometimes this is done by mistake. Other times an action has to be re-entered because the original action became corrupt.

6. QUESTION: Who do I need to contact to delete an action?

ANSWER: You should contact your region help desk. Provide them with the document ID of the request(s) you wish to have deleted.

7. QUESTION: Why can't I delete my own actions?

ANSWER: The delete feature requires a user to have access to restricted portions of the software. Because of this, the feature can not currently be delegated outside of the civilian personnel operations center.

8. QUESTION: How will I know when a request has been deleted.

ANSWER: Repeat the steps described in the "reviewing open actions" section of this guide. Once a request has been deleted by the region help desk, it will no longer be displayed on the query screen.

9. QUESTION: If I delete an action, does it need to be resubmitted?

ANSWER: If the request was not fully approved or was not credited to the employees training history, it should be resubmitted. The TRAIN history report or the regional application training area can tell you if the action was credited to an individual's training records. For guidance on running a TRAIN history report, see appendix D.



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APPENDIX B: Guidance for managers of multiple groups.

If you are a manager of multiple groups, you will want to check each group for open actions. To do this, follow steps 1-3 from the main portion of this guide. Then proceed as follows:

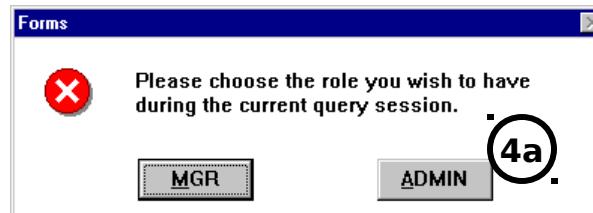
- 4a. Click on ADMIN.

(Note: it may take several minutes for the QUERIES screen to appear.)

- 4b. Enter the name of the group you wish to review open actions for in the PROCESSING GROUP block.

(Note: a percent sign '%' may be substituted for unknown information).

- 4c. Return to step 5 on page 6.



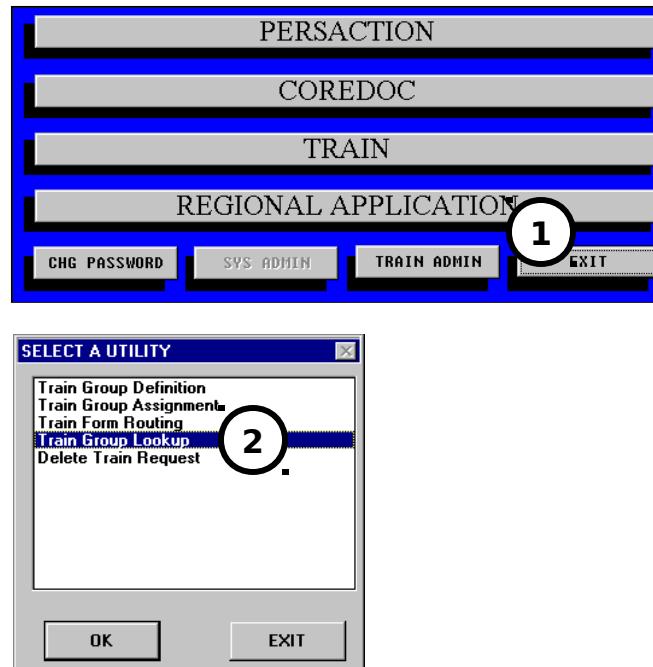


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APPENDIX C: Determining if a user has a TRAIN account.

The following steps describe how a TRAIN ADMIN user can identify if a group member has a TRAIN account. A user has TRAIN ADMIN privileges if the TRAIN ADMIN button text (located on the main Functional Process Improvement screen) is black. TRAIN ADMIN privileges can be granted through your region help desk.

1. Click on TRAIN ADMIN button.
2. Click on TRAIN GROUP LOOKUP.

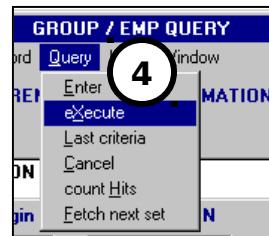
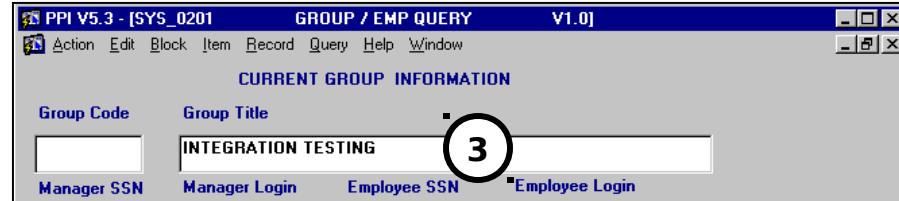




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3. Enter the name of the group you are reviewing actions for in the GROUP TITLE block.

4. Click QUERY then EXECUTE.





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5. Users without a TRAIN account have the words <<NO LOGIN>> displayed next to their social security number.

6. Users with a TRAIN account have their employee login displayed next to their social security number.

7. Click QUERY then ENTER to clear the screen.

8. Repeat steps 3 - 6 to view additional groups or continue clicking ACTION then EXIT to return to the main FPI screen.

CURRENT GROUP INFORMATION					
Group Code	Group Title	Manager SSN	Manager Login	Employee SSN	Employee Login
25	ATEAM	513385893		213644733	<<NO LOGIN>>
		Budget SSN	Budget Login	260746618	<<NO LOGIN>>
		373343363		421160988	<<NO LOGIN>>
				513385893	WPETON

Use [ARROWS] to scroll, [RETURN] to select
Count: 11

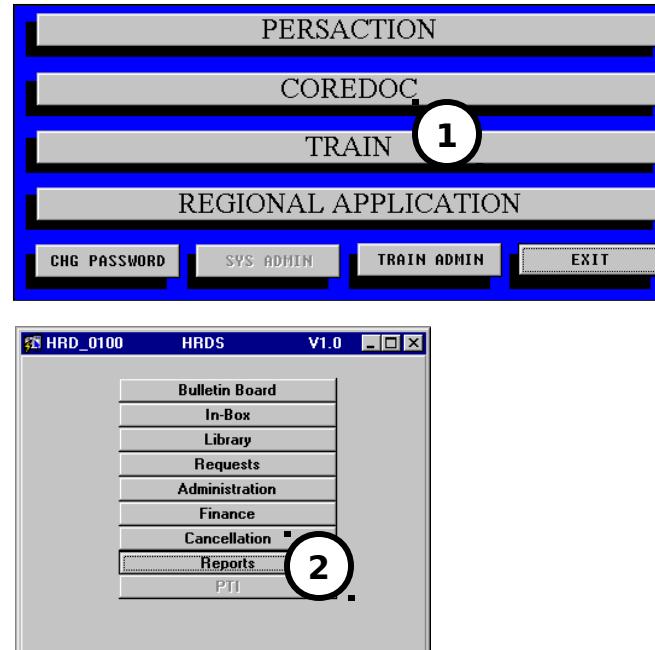


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APPENDIX D: Generating a TRAIN History report.

The following steps describe how to run a TRAIN history report for an organization. Additional information on TRAIN reports can be obtained from the users guide available online at:
http://www.afpc.af.mil/tabc_docs.htm

1. Click on TRAIN.
2. Click on REPORTS.





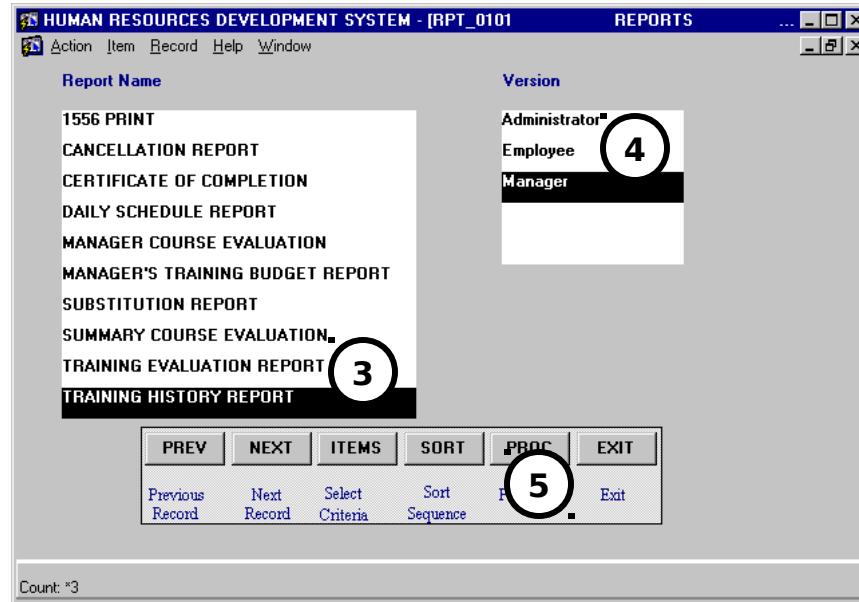
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3. Click on TRAINING HISTORY REPORT.

4. Click on MANAGER version (this will display all requests that have been initiated or worked on by the group manager).

5. Click on PROC.

6. The REPORT PROGRESS menu will be displayed until all report data has been retrieved.





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7. Click on NEXT to view the first page of data.
8. Click on NEXT to view additional pages of the report (if applicable).
9. Click on PREV to view previous pages of the report (if applicable).
10. Click PRINT then OK to produce a hard copy of the report.
11. Click CLOSE then EXIT to return to the TRAIN main menu.

The image contains two screenshots of the TRAIN database software interface. The top screenshot shows the 'TRAINING REPORT' window. It has a toolbar at the top with buttons for File, Edit, View, and Help. Below the toolbar, there are buttons for Prev, Next, First, Last, and Page, followed by a page number input field set to 1. To the right of the page number are Print, Clear, and New buttons. The main area displays the text 'REPORT ID: TRM_0156'. Below this is a section titled 'SELECTION AND SORT CRITERIA FOR TRAINING HISTORY REPORT' with two sub-sections: 'SPECIFIC ITEMS AND RANGES SELECTED:' and 'SORT CRITERIA:'. The 'SPECIFIC ITEMS AND RANGES SELECTED:' section contains the text 'Default dates are between 01-JAN-90 and Current Date'. The 'SORT CRITERIA:' section contains the text 'No Sort Selected'. The bottom screenshot shows the 'COMPLETED TRAINING REPORT' window. It has a toolbar at the top with buttons for File, Edit, View, and Help. Below the toolbar, there are buttons for Prev, Next, First, Last, and Page, followed by a page number input field set to 3. To the right of the page number are Print, Clear, and New buttons. The main area displays the text 'TRAINING HISTORY REPORT' and 'Date: 29 OCT 98 Page: 3'. Below this is a table with the following data:

Name	Course Code	Course Title	Pop/Plan Series Grade	Start Date	End Date	Course Grade
ALUPATG ANNIE C	011054	Item Management	BS 'DE431' 11	07/01/97	08/01/97	S
	011055	Medicine As Required	BS 'DE431' 11	07/01/97	08/01/97	S

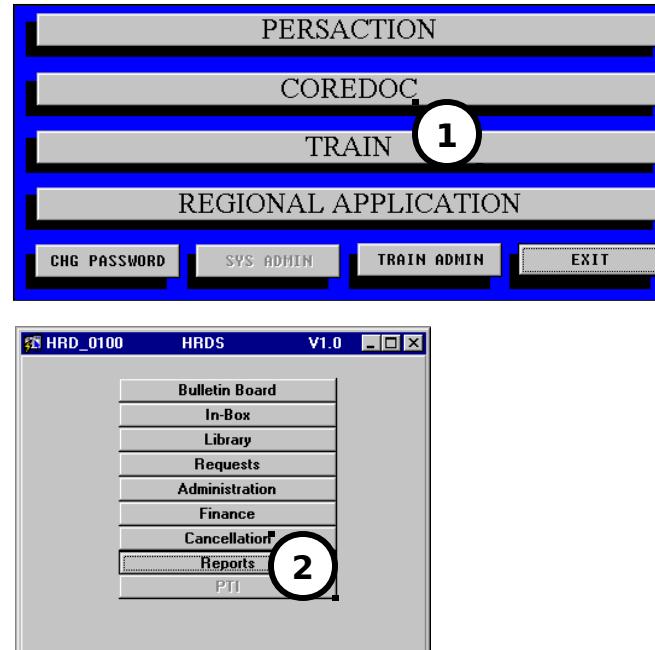


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APPENDIX E: Printing a Hardcopy 1556.

The following steps describe how to print a Department of Defense form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement).

1. Click on TRAIN.
2. Click on reports.



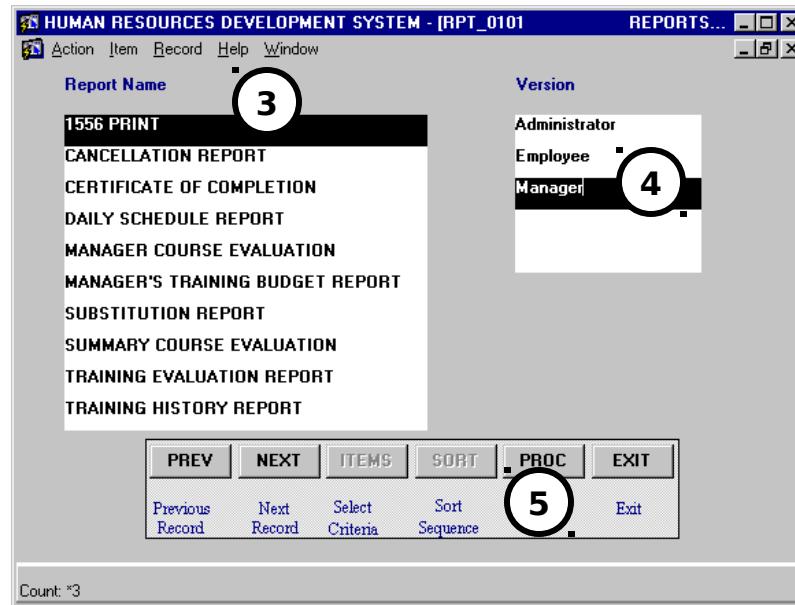


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3. Click on 1556 PRINT.

4. Click on MANAGER version (this will display all requests that have been initiated or worked on by the group manager).

5. Click on PROC.





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6. Click on the course entry that you wish to print.

Note: if there are numerous entries, use the scroll bar to view additional items (6a). You may also enter identifying information, such as the course document number, in the find box. Include percent signs before and after this information (6b). Then click FIND (6c).

7. Click OK.

The screenshots illustrate the 'Find' function in a database application. The top screenshot shows the 'Find' dialog box with the search term '%TRN0000752%' entered. The results list shows multiple entries, with the entry 'TEST COURSE' highlighted. The bottom screenshot shows the results list after the search has been performed, displaying only the entry 'TEST COURSE'.

Document Number	Course Title	Employee Name	Start Date
SUB0000197	ADVANCED HRD	SAUDI TESTING	01-MAY-97
SUB0000736	RETIREMENT FUN	DISTON TESTRECD	22-MAY-98
TRN0000079	HOW TO TEST TRAIN	MDBX FIFTY PP	09-DEC-96
TRN0000082	TRAIN FST TEST	MDBC TWENTY NINE	01-OCT-96
TRN0000103	HOW TO TEST TRAIN	MDBX FIFTY PP	09-DEC-96
TRN0000194	Air Defense Missiles	SAUDI TESTING	06-MAY-97
TRN0000120	HOW TO TEST TRAIN	DAWSON PEGGY	10-MAY-97

Using the find option can help users quickly identify a specific entry.



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8. Click PRINT then OK to generate a hard copy of the document.
9. Click CLOSE then EXIT to return to the main TRAIN menu.

trn_0160: Previewer						
File Edit Window Help						
Prev		Next	First	Last	Page: 1	Print Close New
REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REINFORCEMENT						
A. Agency, contractee, submitter, and submitting office number (optional) AR-XM-9002		B. Standard document number (Org identifier/PW, document type code/Serial number) TRN0000752		C. Request/Status or Process Code <input checked="" type="checkbox"/> (D) Final <input type="checkbox"/> (C) Correction <input type="checkbox"/> (E) Draft D. American 8 9		
Section A - TRAINEE / APPLICANT INFORMATION						
1. Name (Last, First/Middle Initial) TEST RECORD		2. Telephone Number (include area code) TEST		3. Social Security Number 453983163		4. Ed. Level 13 5. Continuous Federal Service a. Years 24 b. Months 7
6. Home Address (Street, City, State, and ZIP Code) (cont'd) 6521 FALLING STAR EL PASO TX 79912		7. Phone Numbers (Include area code) a. Home ELLECTRONICS ENGINEER		8. Position Title a. Office b. Commend c. Auton d. Executive e. Manager f. Supervisory g. NonSupervisory h. Other (Specify) GS-0855-12/10		
11. Organization Name WHITE SANDS MISSILE RANGE, NMTECOM		12. Organizational Mailing Address (Include Zip) WHITE SANDS MISSILE RANGE, NMTECOM MTO, TEST SUPPORT BN APPLIED ENVIRONMENT TEST BR 647000 WHITE SANDS MISSILE RANGE, NM 87527		10. Pay Plan / Series / Grade / Step GS-0855-12/10 14. Type of Appointment 1A 15. No. after noninstitu- tional training days		
Section B - TRAINING COURSE DATA						
17. Course Title TEST COURSE						
18. Training Objectives: Elements to be derived by the Government IMPROVE PERFORMANCE						
19. Recommended Training Source, School or Facility a. Name TEST VENDOR b. Mailing address (Include Zip) ANY STREET ANY TOWN						
20. Course Codes						
a. Purpose 4 b. Security Clearance 4 c. Allocation Status g. Fidelity						
d. Type A e. Training Program 2 f. Training Period (MM/DD/YY) 23 Training Period 07/01/00						
g. Duty a. Start 981026 h. Non-Duty b. End 981026 i. Catalog / Course No. N/A						
j. Training Vendor TEST k. Method of Training 3 l. Complete 981026						
m. Location of Training Site (City/State/Country) WASHINGTON DC						
21. Course Hours & Nights 22. Course Members						
23. Course Dates						
24. If training does not incur expenditure of funds other than salary, pay or compensation, skip the remainder of questions in Section C and X in Item 30.						
Section C - COST INFORMATION (Cost incurred and bill date not to exceed month in Item 30)						
25. If training does not incur expenditure of funds other than salary, pay or compensation, skip the remainder of questions in Section C and X in Item 30.						



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NOTES

1